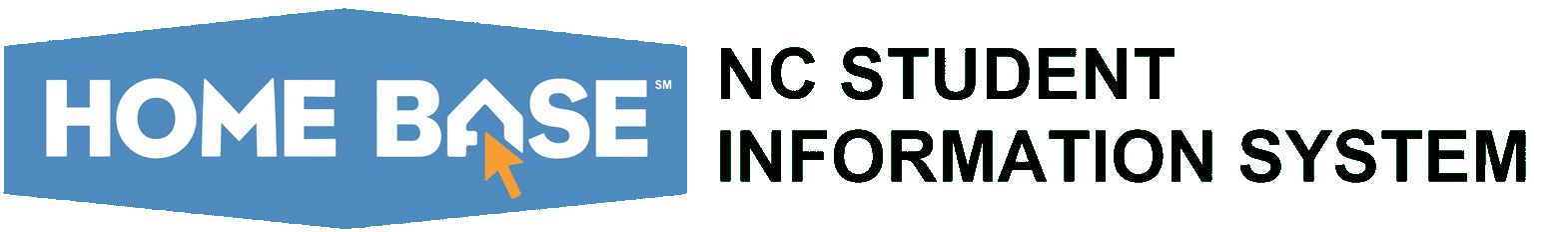
**Newton-Conover City Schools**



**PowerTeacher Guide**

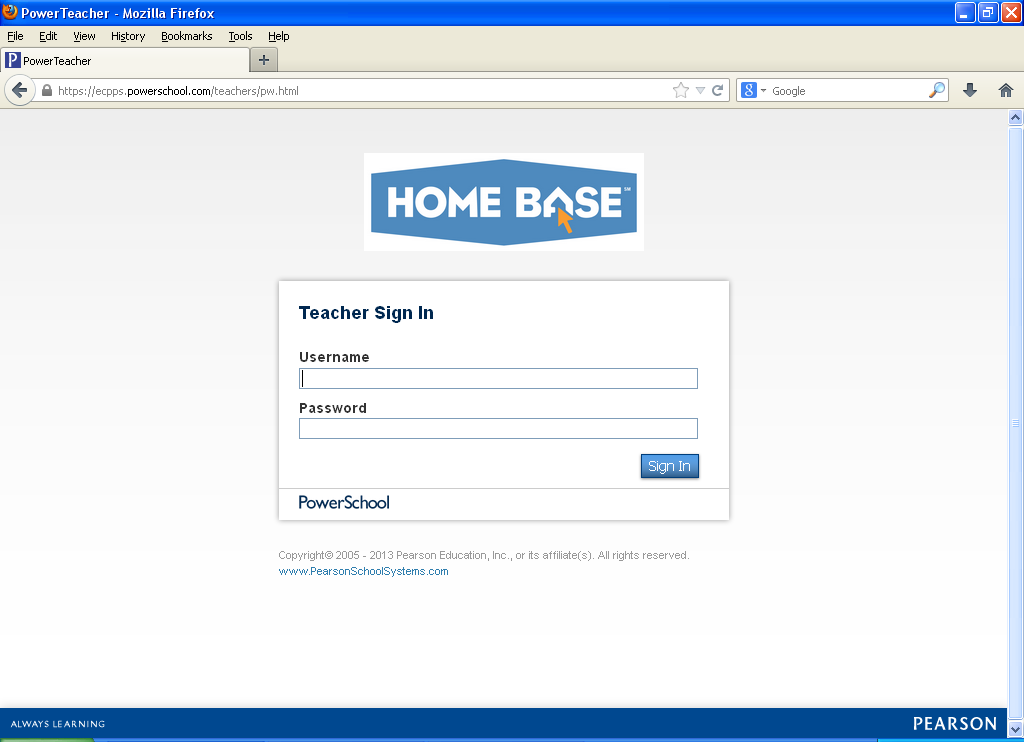
August 2014

**Gradebook Setup and Managing Assignments**

**Please use either Google Chrome or Firefox as your Web Browser when launching PowerTeacher**

**URL: https://newton-conover.powerschool.com/teachers/pw.html**

**Logging in:**



Your User ID will be the State UID number that has been issued to you by the State.

Your default password will be changeme (no spaces between the words)

After you log in the first time, you will be asked to change your password.

Your new password must be at least 8 characters long and does not have to contain numbers or special characters.

Do not share your User ID or password with others or allow them to log into your session with your ID. Keep them confidential and out of sight.

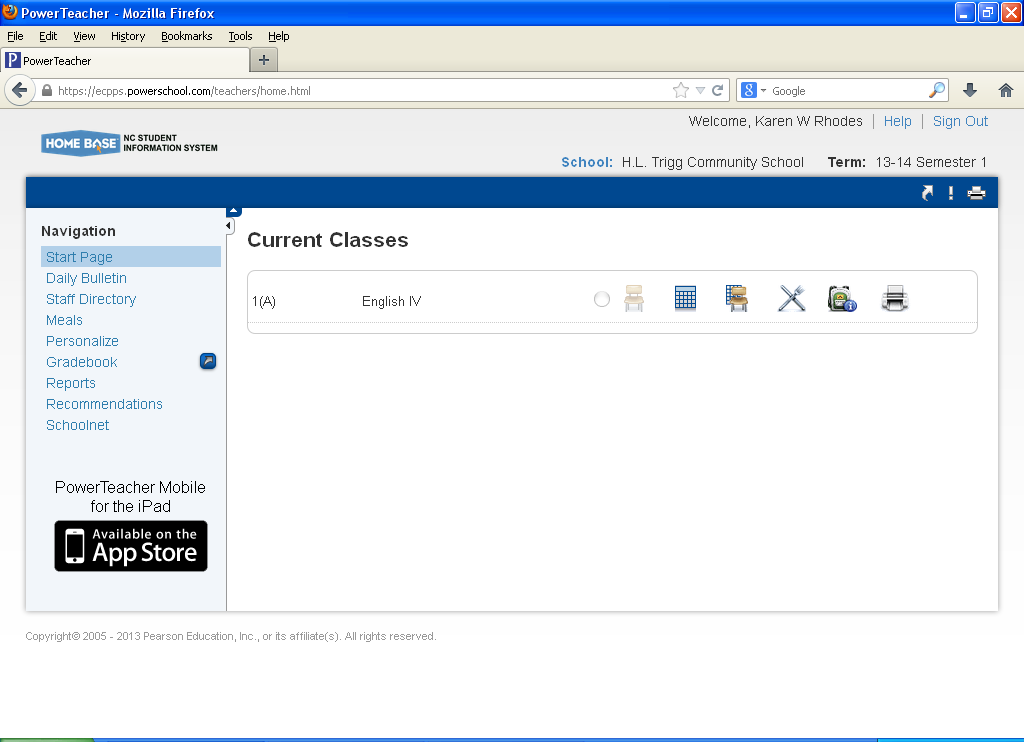
Your password will expire every 90 days.

You are allowed 5 attempts to log in with the correct credentials before your account will be locked.

If you become locked out of the system, please contact your School’s PowerSchool Data Manager.

**Getting Started:**

Once you log in the PowerTeacher Start screen is displayed:



**Daily Bulletin**: Allows you to see any announcements that the office has placed in this category.

**Staff Directory**: General information about your school’s staff such as name, e-mail address and phone numbers. Do not share this information with students.

**Meals**: We will not be using at this time

**Personalize**: Change your password

Set your default student screen ( Schedule, demographics, etc)

Display Section Number: show/hide the section numbers for your classes

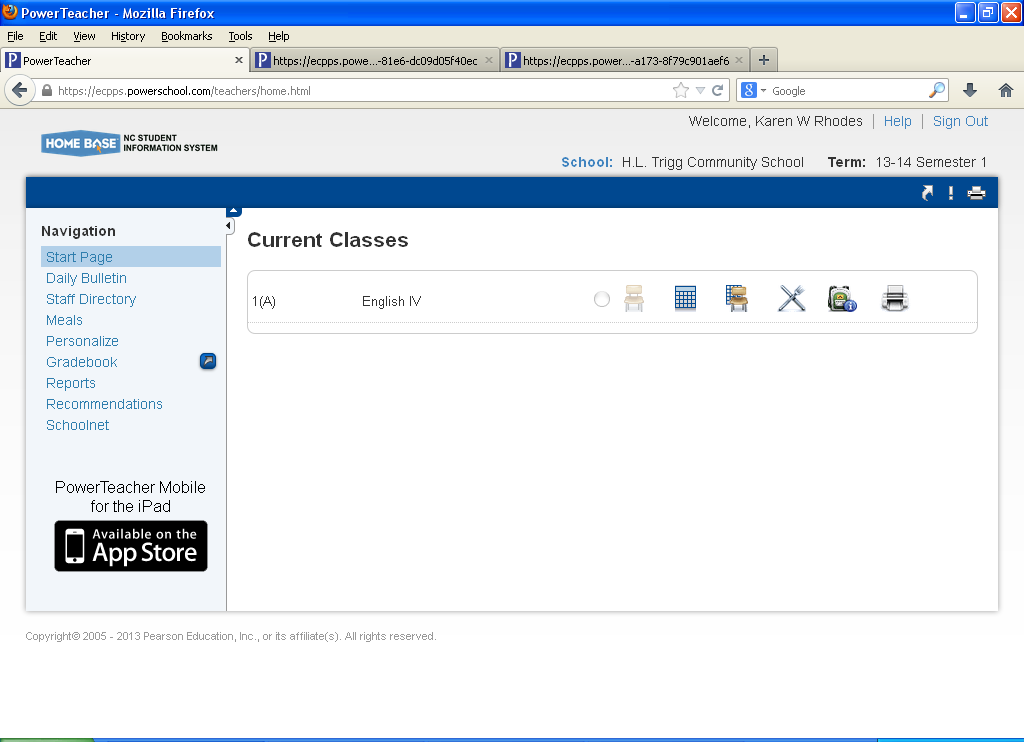
**Gradebook:** Launches the PowerTeacher Gradebook

**Reports:** Allows you to run various student reports

**Recommendations:** You can manage course recommendations for your students. Course recommendations may be required as a prerequisite or they may be purely advisory, where you wish to advise a student on the path you feel best suits their talents and potential. Once a recommendation is made, it appears on the student’s Class Registration page in the PowerSchool Parent Portal.

**Schoolnet:** Launches SchoolNet in another session. This program is designed to help you create lesson plans, assessments, etc.

**Start Screen Icons:**



**Chair:** Single day attendance entry.

**Grid**: Multi-day attendance. Take attendance for a specific date range or term.

**NOTE:** The radio button beside each of these icons will either be Red or Green. Red indicates attendance has not been completed and green indicates that attendance has been taken and submitted to the system.

**Grid and Chair**: Allows you to work with your class seating chart

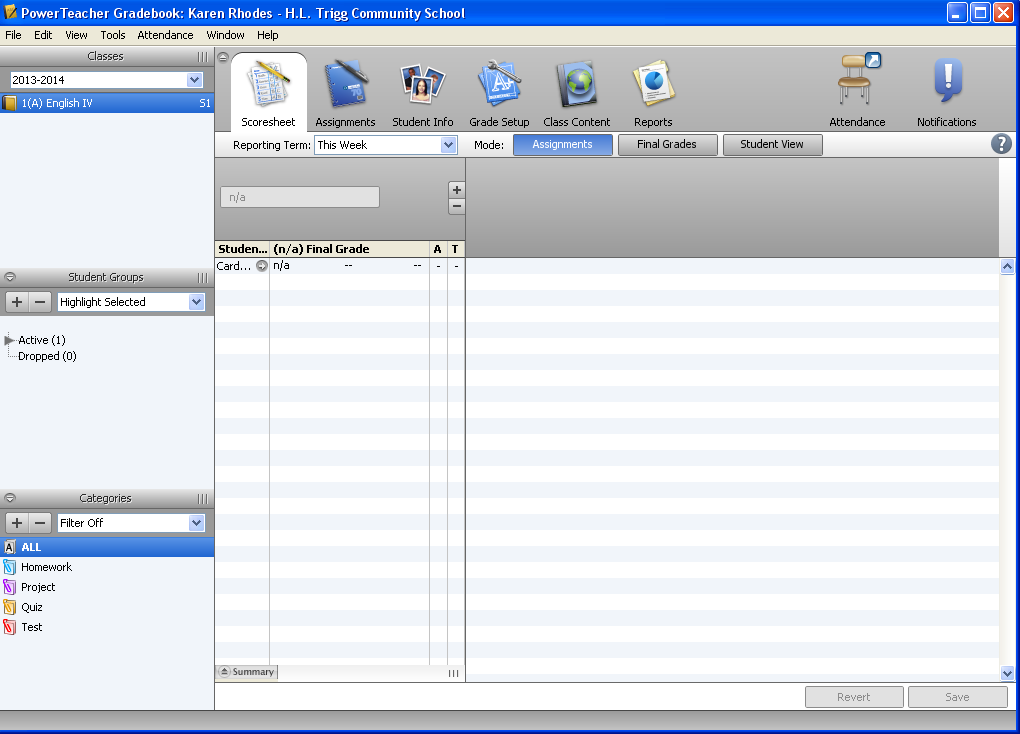
**Knife and Fork**: Lunch Counts – We will not be using this

**Backpack:** View Student information, final grades or log entries

**Printer**: Prints class reports

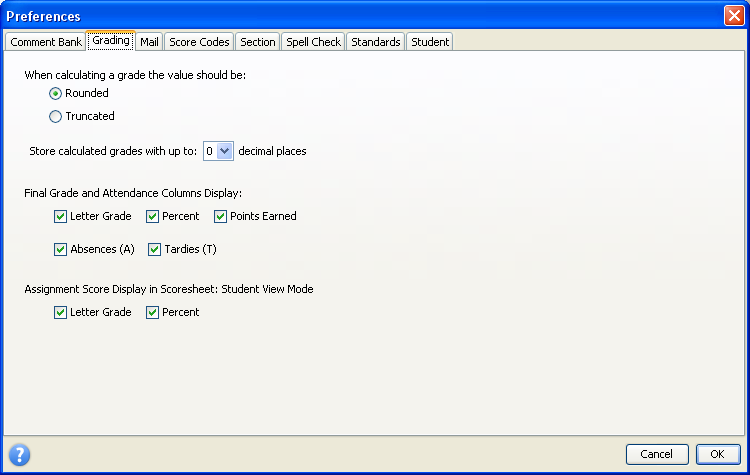
**Setting up your Gradebook:**

Click Gradebook to launch PowerTeacher Gradebook



Click the dropdown under “Classes” to select the class you want to work with.

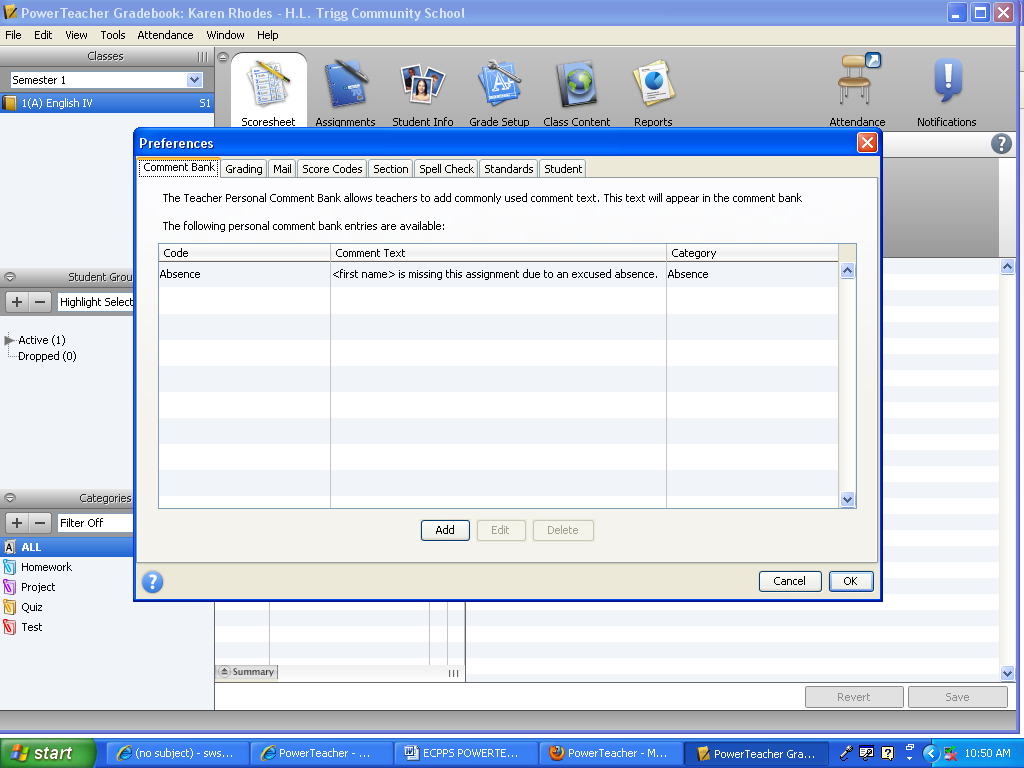
Click Tools >Preferences >Grading Tab



When calculating a grade the value should be: **Rounded** (Ex. 95.6 = 96)

Store calculated grades with up to **0** decimal points

Leave all other entries as they appear.

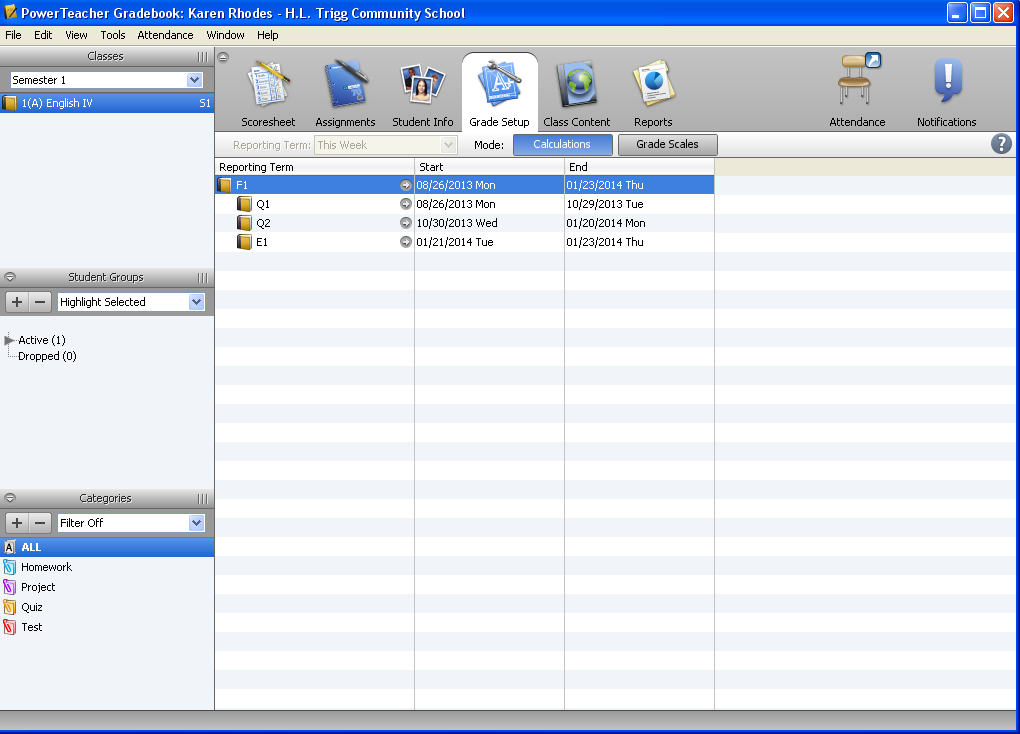


You can browse the other tabs at your own pace to see other options for your gradebook

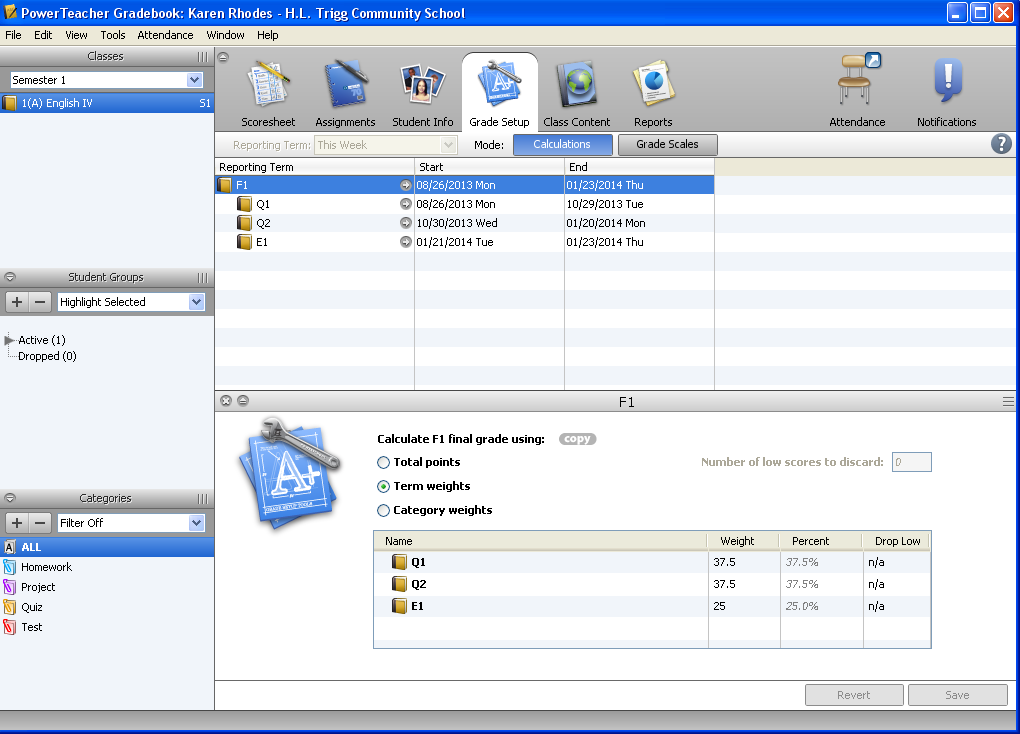
**Setting Up Classes:**

Select a class from the appropriate term.

Click the Grade Setup tab



Set up “F1” **first.** F1 will be listed in each semester and also in the Year-long term. It represents the Final Grade. Double click on this line.



Calculate your final grade by selecting Term Weights.

Populate the weights by clicking the Weight box

**Middle and High Schools will use:**

**Semesters: Year Long:**

Q1 = 40% Q3 =40 F1 =

Q2 = 40% Q4 = 40

E1 = 20% E2 = 20 %

**Elementary Schools will use:**

Q1 = 25%

Q2 = 25%

Q3 = 25%

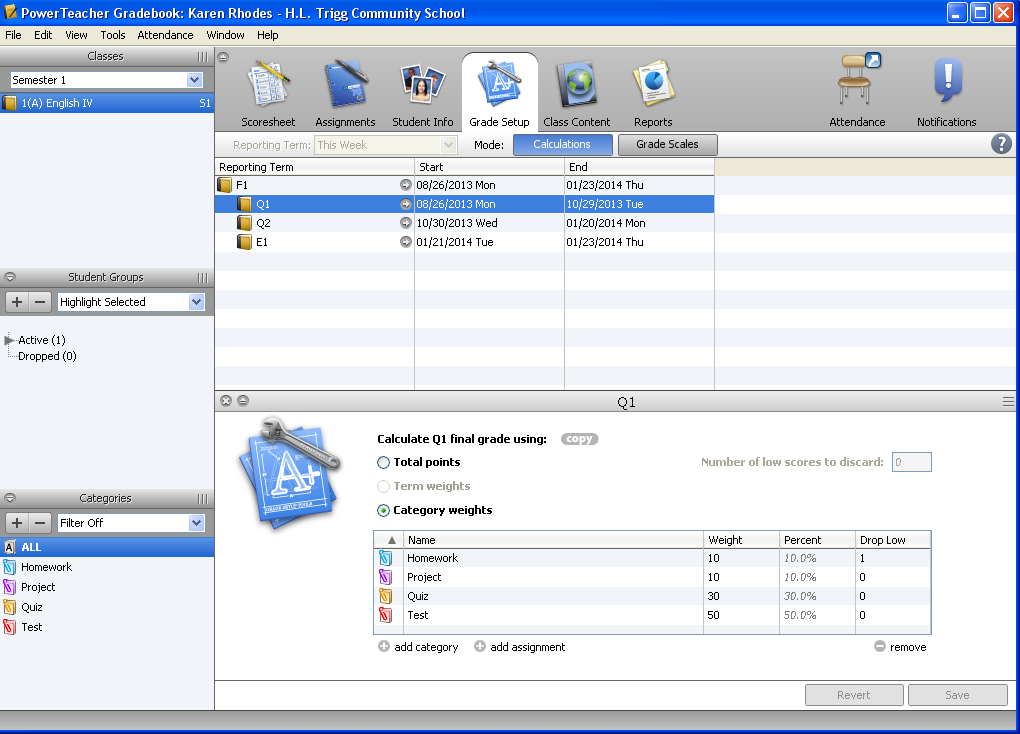
Q4 = 25%

If you don’t have an exam grade, don’t worry. The system will automatically calculate the other quarters evenly. Example student is exempt from the exam. Both quarters will then calculate as 50% for Q1 and 50% for Q2 to total 100%.

This process must be done for all of your classes for both semesters if you have a second semester schedule. Year-long courses only set this up once.

**Setting up your Quarters (9 weeks):**

Select the appropriate Quarter (Ex: Q1 = 1st nine weeks)



You can either do **Total Points** – Adds up the number of points student has and divides by the total number of possible points to find the grade (Ex. 100, 100, 100 divided by 300 for a 100 average)

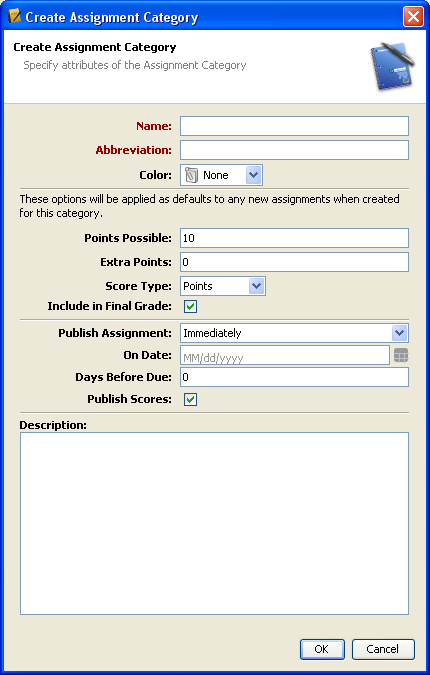
OR

**Category Weights** – different types of assignments with different weights to make up the student’s average. Each category weight can be a different value.

You will need to create your categories and give them weights.

If you want to use something other than what is shown, click the “+” sign under Categories to add a new one.

**Creating a New Category:**



**Name:** Name of new Category (Ex: Essay)

**Abbreviation:** Essay (Must be 5 characters of less)

**Color:** You can assign it a color

**Score Type**: Usually left as the default of “points” if that is the way you are calculating grades.

**Include in final grade**: If checked, the category will be included when grade is averaged.

**Publish Assignment**: When do you want Parents and students to see this?

**On Date**: Date the assignment should be published

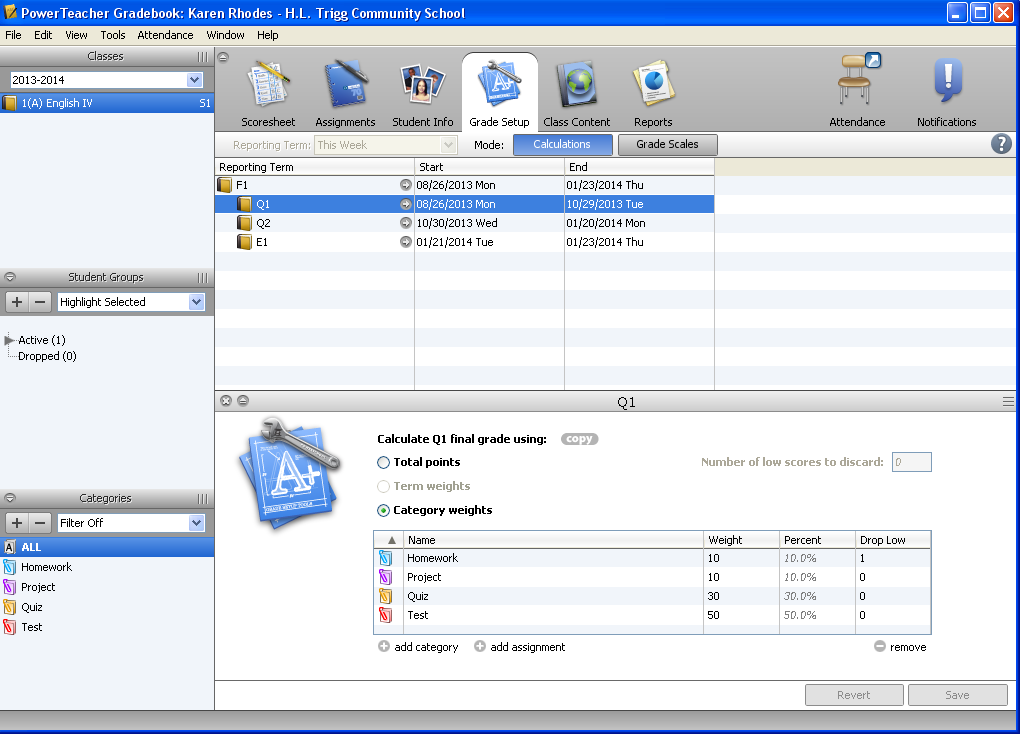
**Days Before Due**: If publishing at a later date, how many days before it is due do you want to publish it.

**Publish Scores**: do you want Parents and students to see the score?

**Description**: You can add additional information about the category such as the topic to be covered in an Exam or a Project Materials List if there is only 1 project.

**Caution:** Be careful when using Category Weights. If you only have one assignment within that category that has a large weight (Ex. Tests = 50%) and the student gets a poor grade, this will make up half of their final 9 week grade.

You can also choose to drop the lowest grades within each category:

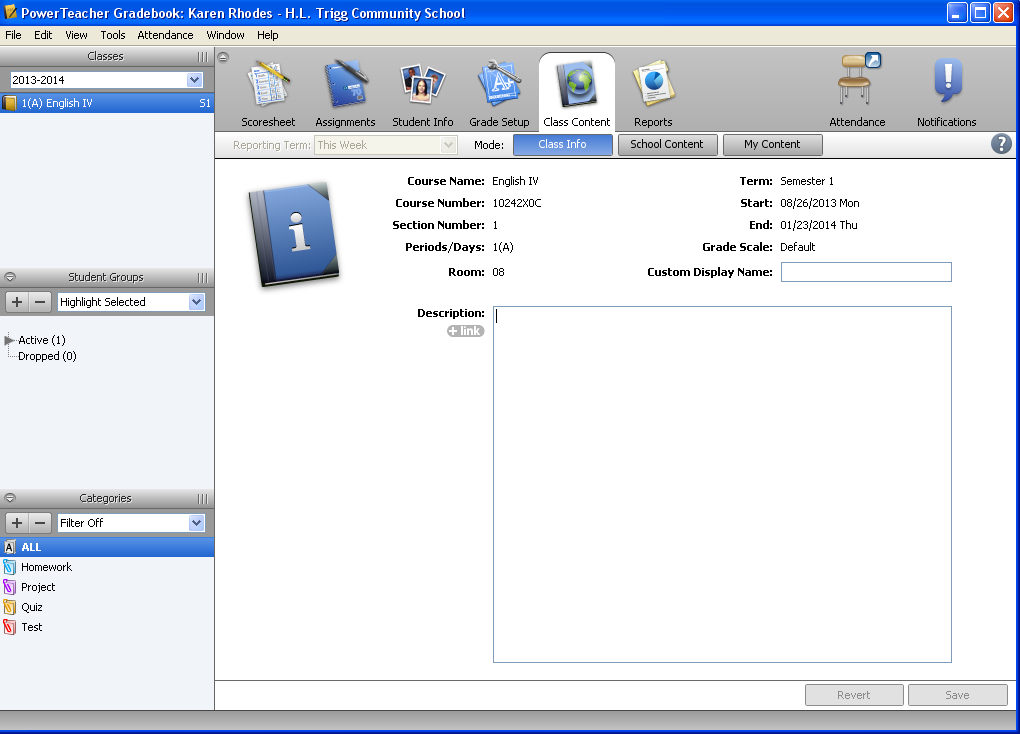


By populating the Drop Low column, the system will automatically drop the lowest grade each student has within this category.

You can copy your category weights to each Quarter by selecting “Copy” and choosing the term you want to copy to. Click Finish to save your changes.

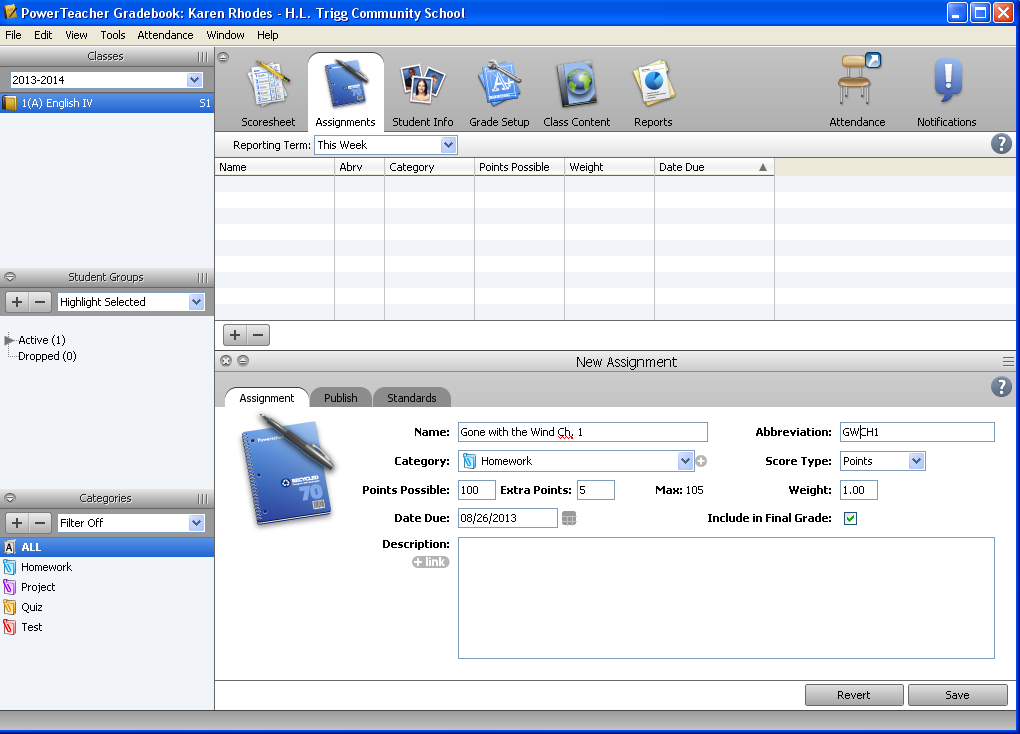
Now select the term you copied information to and see if the information is there. It should mirror the first term you set up.

**Class Content Tab:**



This tab allows you to customize the course name parents and student will see and give a description. You can also click the link button and add the URL to your classwebsite if you have one. Parents will see this link when they log into PowerTeacher.

**Creating Assignments**:



**Name:** Title of Assignment

**Category**: What category do you want to house this under

**Possible points:** Maximum number of points student can earn (Do not put extra credit points here)

**Extra Points:** This is where you can add additional points of the student can earn extra credit.

**Due Date:** When assignment is due. ***Make sure your date is within the correct term or the assignment will disappear from your Gradebook.***

**Abbreviation:** Up to 7 characters

**Score Type:**  Usually points

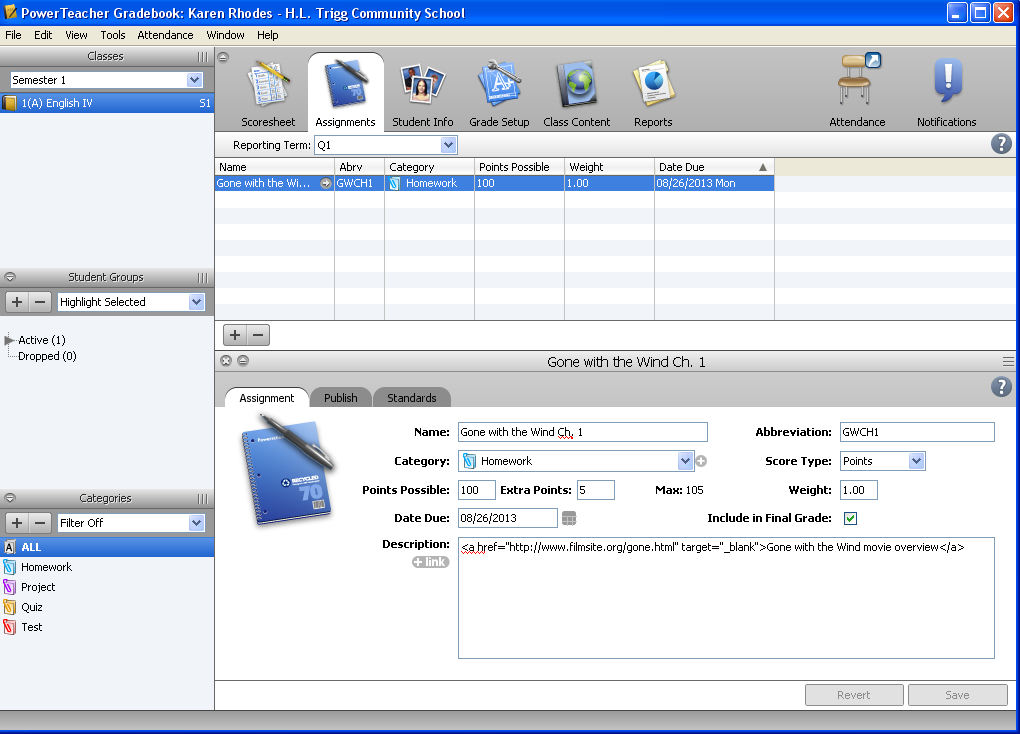
**Weight:** How many times do you want this assignment to count in total average (Example: You may have a test that you want to count two times: Place a “2” in the Weight Box)

Include in Final grade: Do you want this assignment to be counted in the student’s average for a final grade.

**Note:** You may also have assignments you want to record but do not want to average into the student’s final grade. Example: A Reading assignment that you won’t give a grade for but want to keep track of who completed it. In this case you would uncheck the box. It will show up in your gradebook but the grade will not calculate into the student’s average for the 9 weeks.

**Description:** You can add additional details about the assignment and post a link to additional sites if needed. These will show up in PowerParent and the student’s version of PowerSchool.

**Edit an Existing Assignment:**



Click on the gray arrow after the assignment name, make your changes and click SAVE.

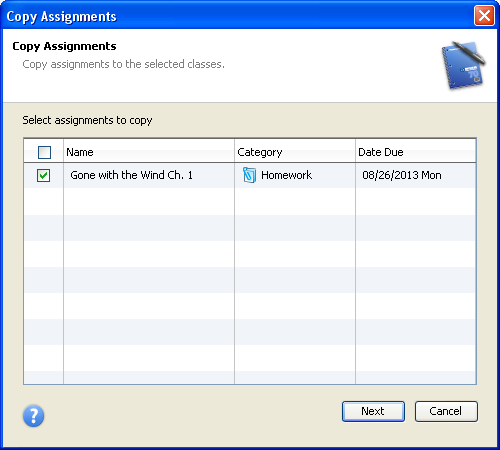
**Deleting an Assignment:**

Right Click on the Assignment Name and Click “Delete Assignment”

**Copying as Assignment from One Class to Another:**

There are two ways to copy assignments:

1. Right Click on the assignment you want to copy and select the class you want to copy it to:

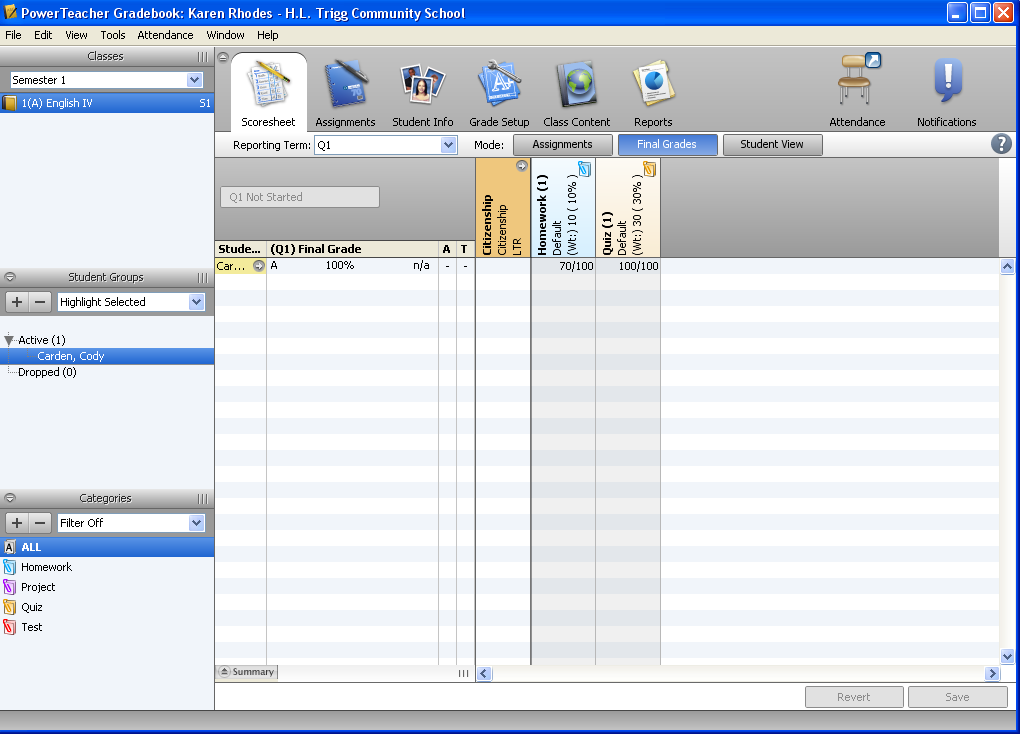


Or

2. Select Tools from the Toolbar and complete the same steps as above.

Make sure you change the due dates on the assignments if they will be different for another class. (Example: One class may be a week behind the other and assignments will not be due at the same time.)

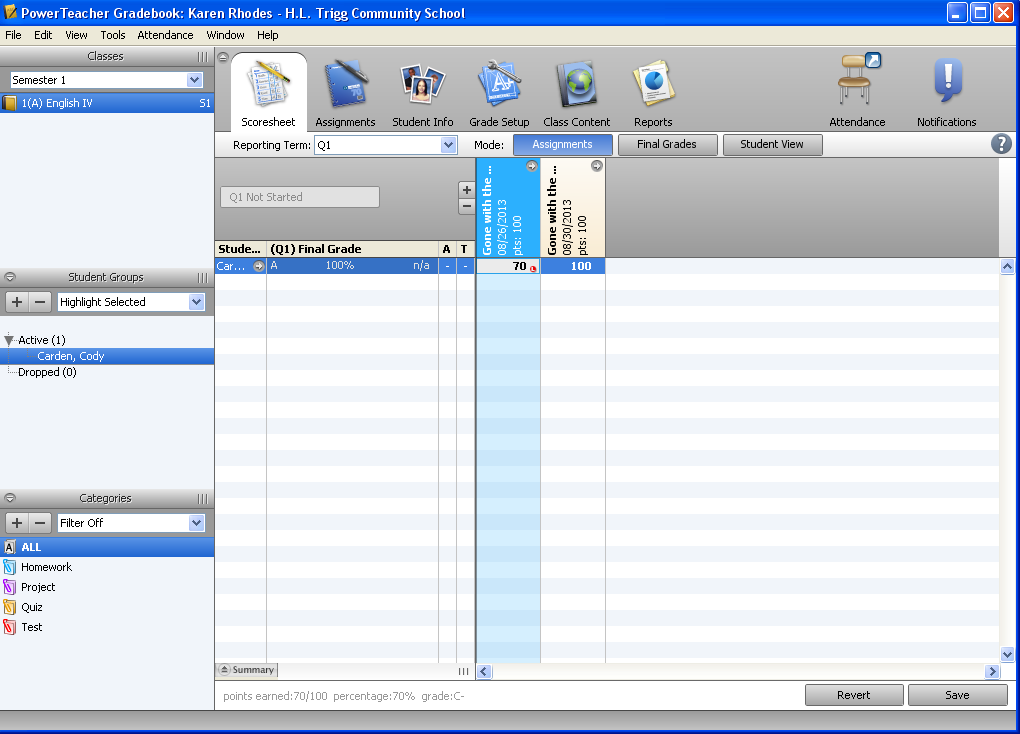
**Entering Grades:**



Click on the Score Sheet Tab

Click on the student’s name and then the assignment column and begin entering grades.

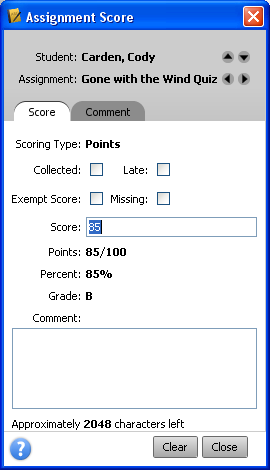
If you would like to add a comment to the student’s grade for that assignment, right click on the grade and select a comment from the options.



You will now see a letter that corresponds with the comment next to the grade

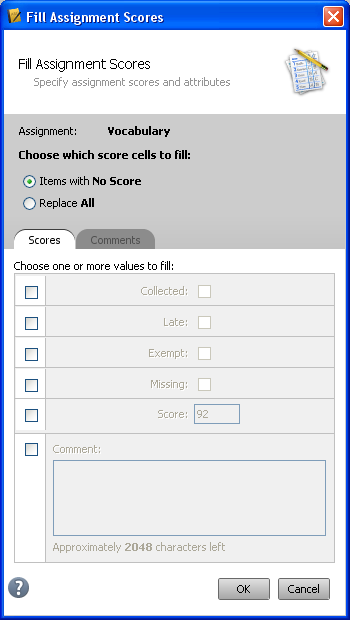
The Parent will be able to click on this and see why the student got the grade if you have added this. (Example: Absent, Turned in Late, etc.)

If you right click on the grade you can also select **Show Score Inspector:**



You can type in additional comments as needed here. For Example: “Student needs to turn in work on or before the due date”. Parents will be able to see these comments so try to write things that will help the Parent help their Student. A “C” will show up by the student’s grade alerting the Parent you have entered additional information.

**Copy Grade to All Students:**



Select the items you want to copy to each student and click OK.

If you just want to copy the grade from the first student to all students for this assignment, Place a check by Score, type in the grade and click “OK”.